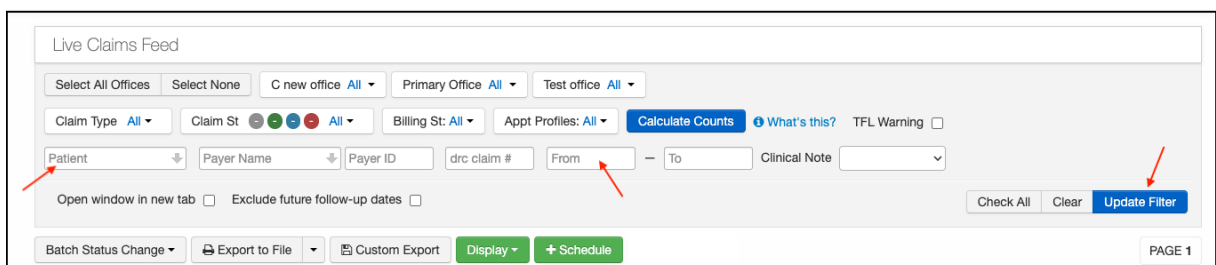


Printing selected HCFA-1500 forms from the Live Claims Feed

Last modified on 02/21/2025 12:20 pm EST

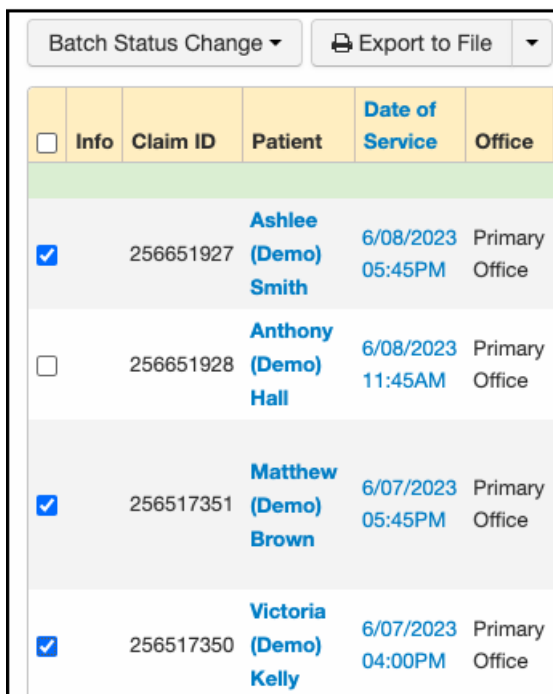
To print multiple HCFA 1500 forms within DrChrono, please follow the instructions listed below:

1. Navigate to the **Billing** tab and select the **Live Claims Feed**.
2. Enter the date range or filter the claims for a specific patient for whom the HCFA forms are to be printed.



The screenshot shows the 'Live Claims Feed' interface. At the top, there are several filter dropdowns: 'Select All Offices', 'Select None', 'C new office All', 'Primary Office All', and 'Test office All'. Below these are 'Claim Type All', 'Claim St All', 'Billing St: All', and 'Appt Profiles: All'. A 'Calculate Counts' button and a 'What's this?' link are also present. A 'TFL Warning' checkbox is on the right. The main filter area includes a 'Patient' dropdown, 'Payer Name', 'Payer ID', 'drc claim #', 'From' and 'To' date fields, and a 'Clinical Note' dropdown. Below the filters are checkboxes for 'Open window in new tab' and 'Exclude future follow-up dates'. On the right, there are 'Check All', 'Clear', and 'Update Filter' buttons. At the bottom, there are buttons for 'Batch Status Change', 'Export to File', 'Custom Export', 'Display', and '+ Schedule'. A 'PAGE 1' indicator is in the bottom right corner. Red arrows point to the 'Patient' dropdown and the 'From' date field.

3. Select the appointments that you would like to print an HCFA for by selecting the box to the left of the patient's name and date of service.



The screenshot shows a table with columns: 'Info', 'Claim ID', 'Patient', 'Date of Service', and 'Office'. The 'Info' column contains checkboxes. The table lists four appointments:

Info	Claim ID	Patient	Date of Service	Office
<input checked="" type="checkbox"/>	256651927	Ashlee (Demo) Smith	6/08/2023 05:45PM	Primary Office
<input type="checkbox"/>	256651928	Anthony (Demo) Hall	6/08/2023 11:45AM	Primary Office
<input checked="" type="checkbox"/>	256517351	Matthew (Demo) Brown	6/07/2023 05:45PM	Primary Office
<input checked="" type="checkbox"/>	256517350	Victoria (Demo) Kelly	6/07/2023 04:00PM	Primary Office

The patients listed above are samples with test data.

4. Press **Export to file** and select **Print HCFA** or **Print HCFA(text)**.

* Note - Print HCFA should be used when you have plain, white paper in your printer. Print HCFA (text) should be used when you have the pre-printed HCFA paper loaded into your printer. The text option will

print only the text for the appropriate boxes, without printing the box outlines themselves.

Live Claims Feed

Select All Offices | Select None | GRV Clinic All | New York Chiropractic and PT PLLC All | patrick lane All | Primary Office All | Surgery All

Claim Type All | Claim St 0 31 39 All | Billing St: All | Appt Profiles: All | TFL Warning

Adjuster's name

Patient Payer Name Payer ID drc claim # 12/07/2016 12/07/2017 Clinical Note

Open window in new tab

Check All Clear Update Filter

Batch Status Change Export to File Custom Export Display + Schedule Internal

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Info	Claim ID	Patient	Provider	Billing Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Bal	Claim Bal	Exp Reimbr	Ins 1	Ins 1 Status	Ins 2
Totals:					\$3,000.00	\$2,445.65	\$554.35	\$280.00	\$110.00	\$350.00	\$1,105.65	\$600.00	\$1,705.65	\$20.00			
	71643240	Arielle Mandelbl	David Prabhakaran	David Prabhakaran	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		▲ Not Submitted	
	71643408	Jenny (Jen) Harris	12/07/2017 03:30PM Test office for onpatient	David Prabhakaran	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		▲ Not Submitted	
	71643446	Jenny (Jen) Harris	12/07/2017 02:30PM Test office for onpatient	David Prabhakaran	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		▲ Not Submitted	
	71643498	Jenny (Jen)	12/07/2017 Test office	David	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		▲ Not	

Feedback Support Practice Chat

The patients listed above are samples with test data.

5. Select the appropriate billing status (if applicable) from the drop-down menu and press **Print**.

Print HCFA

And change billing status to

Bill Insurance
-- Not Changed --
Paid In Full
Balance Due
Settled
Internal Review
Bill Insurance
Bill Secondary Insurance
Worker's Comp Claim
Auto Accident Claim
Durable Medical Equipment Claim
Institutional Service
Paper bill
Moved to collections
Mailed paper
Test Status
Test status 1
Note not completed
Ready to bill

Print

6. The HCFA forms for the list of claims selected on the Live Claims Feed will be exported to your message center.